

DISCIPLINE AND GUIDANCE REPORT
2013-2014

Targets	Activities	Success Criteria	Result of Evaluation	Person In-charge
To cultivate in students a set of sustaining values with respect to their roles in school, family and the community.	<ol style="list-style-type: none"> 1. Set up display boards with focus on “Responsibility and Righteousness”. 2. Selected articles on “Responsibility and Righteousness” by the Teacher Librarian with follow-up activities. 3. Reading materials on “Responsibility and Righteousness” will be shared during classes and assemblies at the beginning of the school term. 4. Slogans Competition related to “Responsibility and Righteousness” was held in the first term. 	<ol style="list-style-type: none"> 1. More than 70% of teachers agree that programmes on whole person development are effective. 2. At least 300 students participate in the activities organized. 	<ol style="list-style-type: none"> 1. More than 400 entries were received. The slogans were printed on the plastic file holders and delivered to the students during our school Open Day this year. It is suggested that the winners’ slogans should be mounted on the display board next year. 2. Reading materials on “Responsibility and Righteousness” are posted on the display boards at the school lobby. 3. We will focus on other important core values next year, especially related to whole person development. 	Discipline Master Guidance Mistress
To reinforce proper behaviour among students.	<p>‣ To organize and encourage students to participate in various kinds of life-wide learning activities, such as:</p> <ol style="list-style-type: none"> 1. Short stories and videos on proper and decent behaviour will be introduced to students during assemblies. 2. Short stories on proper and decent behaviour introduced to students through PowerPoints on our TV at the lobby, worksheets or display boards. 	<ol style="list-style-type: none"> 1. More than 70% of teachers agree that students’ overall performance in class and assemblies has improved. 2. Teachers’ observation. 3. Students’ self-reflection. 	<ol style="list-style-type: none"> 1. More than 15 First Assemblies were held at the beginning of the school year. Besides explaining the importance of rules and discipline in the Centre, the Discipline Master and relevant teachers also incorporated short talks on “anti-drug”. Through the discipline team’s interpretation, students were more alert not to fall into traps, as well as protecting themselves against 	Discipline Master Guidance Mistress

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	<ol style="list-style-type: none"> 3. Self-reflection after the talks or short stories reading was organized to serve as follow-up action. 4. An inter- class discipline competition will be held in the second term 		<ol style="list-style-type: none"> drug temptation. 2. No serious discipline cases occurred during the year. Students with teachers’ reports on misbehaviour would be sent to the Discipline & Guidance Team for further counseling. 3. Inter-class discipline competition will be continued and more prizes will be included for the competition. 	
To strengthen students awareness to be a ‘better-self’	<ol style="list-style-type: none"> 1. Display boards set up during the year with the focus on “Responsibility and Righteousness”. 2. Selected videos on ‘Being a better-self’ will be selected to be broadcasted on our TV at the lobby. 3. Trial implementation of the “Most Improved Conduct Award”. 	<ol style="list-style-type: none"> 1. More than 70% of teachers agree that students are aware of being a ‘better-self’. 2. A caring and harmonious environment has been created for students. 	<ol style="list-style-type: none"> 1. Most work was done as planned. Students took time to take a glance at the display board. The display boards were attractive and the message of “Responsibility and Righteousness” is brought out through short stories or articles cut-out. 2. Due to time constraints, videos on ‘Being a better-self’ have not been broadcasted. It is suggested that teachers may make use of library lessons to broadcast videos related on ‘Being a better-self’ (with the assistance of the school librarian) 3. The “Most Improved Conduct Award” is implemented in the second term. 	Discipline Master Guidance Mistress